HIRING MANAGER TOOLKIT

This "virtual manual" is a compilation of the resources available to assist hiring managers in conducting the recruitment and selection process for classified job openings. This includes the use of VTHR to post openings and manage applicants. While most temporary jobs and some exempt postings are recruited using the same process as the classified service, there are some exceptions. Please discuss any questions with your HR Representative or Recruitment Services.

Phase/Activity	Resource/Links
General Knowledge	
• Policies & Procedures	Key Recruitment Policies and Guidelines (pdf) Fair & Legal Recruitment (self-directed training video)
• Process	Recruitment Checklist for Hiring Managers (pdf) Web page: Manage Your Job Opening
Preparation	
• Overview	Recruitment Readiness (self-directed training video) Pre-Recruitment Planning Worksheet (pdf)
• Job Analysis	Guide to Interviewing & Reference Checking (pgs 8-10) External Resources: Job Analysis - Office of Personnel Management Job Analysis at the Speed of Reality (article) VT Department of Labor Occupational Information Center
VTHR	Web page: Online Recruitment Tools
Job Posting	
• Create a Job Opening	Job Opening Quick Reference (pdf)
• Approve recruitment	Appointing Authority Approval Quick Reference (pdf)
Advertising	Advertising Worksheet (pdf) Coordinated Ad Instructions (pdf) Independent Ad Instructions (pdf) Career Builder Ad Instructions (pdf) Web page: Advertising
Interviewing & Selection	Guide to Interviewing & Reference Checking Web page: Candidate Selection & Hiring External Resources: Uniform Guidelines on Employee Selection Procedures of 1978 (SHRM article) EEOC Federal Regulations and FAQs
Applicant Documentation	Downloading Applications & Attachments Quick Reference (pdf) Interview Status Quick Reference (pdf) Reject Applicant Quick Reference (pdf) Forward Applicant Quick Reference (pdf)